

**2022 Emission Inventory (EI) steps**

1. Visit <https://geco.gaepd.org> to access the Emissions Inventory form. Guidance is provided there on next steps.
2. GECO EI form will direct user to CDX to opt in or opt out in CAERS.

**GECO EI Page/ CDX/ CAERS Troubleshooting**

I have updated my facility's GECO EI information. My facility is:	I have an account in CDX.	I have access to CAERS.	I have access to my facility in CAERS.	What's my next step?
I haven't filled out the form yet, so I'm unsure.	Yes/No	Yes/No	Yes/no	<ol style="list-style-type: none"> <li>1. In GECO, review (and update, as needed) facility information and CAERS user contact information via the Emission Inventory form.</li> <li>2. Use link provided in GECO to complete opt in/opt out process in CAERS. Use the rows below for next steps.</li> </ol>
Opting in	Yes	Yes	Yes	<ol style="list-style-type: none"> <li>1. In CAERS, click on "Begin/Continue Reporting" by the facility name.</li> <li>2. Click on "Create New Report" for the 2022 Report.</li> <li>3. Follow prompts as applicable. For opting in, select "Yes, the facility was operating during some or all of 2022" then "No" to "below all of the thresholds."</li> <li>4. Click on "Proceed" to report your facility's 2022 EI.</li> </ol>

	Yes	Yes	No	<ol style="list-style-type: none"> <li>1. In CAERS, click on “Request Access to a New Facility”. Select only the following entries and click on “Search”. <ol style="list-style-type: none"> <li>a. Agency: Georgia Department of Natural Resources</li> <li>b. Agency Facility ID (Your AIRS Number without dash e.g., 99999999 instead of 999-99999)</li> </ol> <p>Note: Entering more search terms may hinder search.</p> </li> <li>2. Click on your facility, “Request Access”, then “Confirm”. EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form.</li> <li>3. Once granted access, your facility name will now be listed. Click on “Create New Report” by 2022 Report.</li> <li>4. Follow prompts as applicable. For opting in, select “Yes, the facility was operating during some or all of 2022” then “No” to “below all of the thresholds.” Click on “Proceed” to report your facility’s 2022 EI.</li> </ol>
	Yes	No	No	<ol style="list-style-type: none"> <li>1. In CDX, go to “Add Program Service” to add CAERS to your services.</li> <li>2. In CAERS, click on “Request Access to a New Facility”. Select only the following entries: <ol style="list-style-type: none"> <li>a. Agency: Georgia Department of Natural Resources</li> <li>b. Agency Facility ID (Your AIRS Number without dash e.g., 99999999 instead of 999-99999)</li> </ol> <p>Note: Entering more search terms may hinder search.</p> </li> <li>3. Click on your facility, “Request Access”, then “Confirm”. EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form.</li> <li>4. Once granted access, your facility name will now be listed. Click on “Begin/Continue Reporting” by the facility name.</li> <li>5. Click on “Create New Report” by 2022 Report.</li> </ol>

				6. Follow prompts as applicable. For opting in, select “Yes, the facility was operating during some or all of 2022” then “No” to “below all of the thresholds.” Click on “Proceed” to report your facility’s 2022 EI.
	No	No	No	<ol style="list-style-type: none"> <li>1. Please register for an account in CDX.</li> <li>2. Once registered, go to “Add Program Service” to add CAERS to your services.</li> <li>3. In CAERS, click on “Request Access to a New Facility”. Select only the following entries: <ol style="list-style-type: none"> <li>a. Agency: Georgia Department of Natural Resources</li> <li>b. Agency Facility ID (Your AIRS Number without dash e.g., 99999999 instead of 999-99999)</li> </ol> </li> <li>Note: Entering more search terms may hinder search.</li> <li>4. Click on your facility, “Request Access”, then “Confirm”. EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form.</li> <li>5. Once granted access, your facility name will now be listed. Click on “Begin/Continue Reporting” by the facility name.</li> <li>6. Click on “Create New Report” by 2022 Report.</li> <li>7. Follow prompts as applicable. For opting in, select “Yes, the facility was operating during some or all of 2022” then “No” to “below all of the thresholds.” Click on “Submit”.</li> <li>8. Proceed to report your facility’s 2022 EI.</li> </ol>
Opting out	Yes	Yes	Yes	<ol style="list-style-type: none"> <li>1. In CAERS, click on “Begin/Continue Reporting” by the facility name.</li> <li>2. Click on “Create New Report” by 2022 Report.</li> <li>3. Follow prompts as applicable. For opting out, select one of the following: <ol style="list-style-type: none"> <li>a. “Yes, the facility was operating during some or all of 2022.” then “Yes” to “below all of the thresholds”</li> </ol> </li> </ol>

				<p>b. "No. The facility did not operate at all during 2022, but is operating now or will operate again in future, and is thus temporarily shutdown."</p> <p>c. "No. The facility no longer operated in 2022, will not operate again, and thus is permanently shutdown." Then, click "Submit".</p> <p>4. Upload "Opt-out" form provided in GECO EI to "Attach Report Document". If you are temporarily or permanently shutdown, you do not need to attach an "Opt-out" form.</p> <p>5. Click on "Certify and Submit to SLT".</p>
	Yes	Yes	No	<p>1. In CAERS, click on "Request Access to a New Facility". Select only the following entries:</p> <ul style="list-style-type: none"> <li>a. Agency: Georgia Department of Natural Resources</li> <li>b. Agency Facility ID (Your AIRS Number without dash e.g. 99999999 instead of 999-99999)</li> </ul> <p>Note: Entering more search terms may hinder search.</p> <p>2. Click on your facility, "Request Access", then "Confirm". EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form.</p> <p>3. Once granted access, your facility name will now be listed. Click on "Begin/Continue Reporting" by the facility name.</p> <p>4. Click on "Create New Report" by 2022 Report.</p> <p>5. Follow prompts as applicable. For opting out, select one of the following:</p> <ul style="list-style-type: none"> <li>a. "Yes, the facility was operating during some or all of 2022." then "Yes" to "below all of the thresholds"</li> <li>b. "No. The facility did not operate at all during 2022, but is operating now or will operate again in future, and is thus temporarily shutdown."</li> </ul>

				<p>c. "No. The facility no longer operated in 2022, will not operate again, and thus is permanently shutdown." Then, click "Submit".</p> <p>6. Upload "Opt-out" form provided at GECO EI to "Attach Report Document".</p> <p>7. Click on "Certify and Submit to SLT".</p>
	Yes	No	No	<p>1. In CDX, go to "Add Program Service" to add CAERS to your services.</p> <p>2. Go to "Add Program Service" to add CAERS to your services.</p> <p>3. In CAERS, click on "Request Access to a New Facility". Select only the following entries:</p> <ul style="list-style-type: none"> <li>a. Agency: Georgia Department of Natural Resources</li> <li>b. Agency Facility ID (Your AIRS Number without dash e.g. 99999999 instead of 999-99999)</li> </ul> <p>Note: Entering more search terms may hinder search.</p> <p>4. Click on your facility, "Request Access", then "Confirm". EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form.</p> <p>5. Once granted access, your facility name will now be listed. Click on "Begin/Continue Reporting" by the facility name.</p> <p>6. Click on "Create New Report" by 2022 Report.</p> <p>7. Follow prompts as applicable. For opting out, select one of the following:</p> <ul style="list-style-type: none"> <li>a. "Yes, the facility was operating during some or all of 2022" then "Yes" to "below all of the thresholds"</li> <li>b. "No. The facility did not operate at all during 2022, but is operating now or will operate again in future, and is thus temporarily "</li> <li>c. "No. The facility no longer operated in 2022, will not operate again, and thus is permanently shutdown "</li> </ul>

				<p>Then, click "Submit".</p> <p>6. Upload "Opt-out" form provided at GECO EI to "Attach Report Document". If you are temporarily or permanently shutdown, you do not need to attach an "Opt-out" form.</p> <p>7. Click on "Certify and Submit to SLT".</p>
	No	No	No	<p>1. Please register for an account in CDX.</p> <p>2. Once registered, go to "Add Program Service" to add CAERS to your services.</p> <p>3. Go to "Add Program Service" to add CAERS to your services.</p> <p>4. In CAERS, click on "Request Access to a New Facility". Select only the following entries:</p> <ul style="list-style-type: none"> <li>a. Agency: Georgia Department of Natural Resources</li> <li>b. Agency Facility ID (Your AIRS Number without dash e.g. 99999999 instead of 999-99999)</li> </ul> <p>Note: Entering more search terms may hinder search.</p> <p>5. Click on your facility, "Request Access", then "Confirm". EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form.</p> <p>6. Once granted access, your facility name will now be listed. Click on "Begin/Continue Reporting" by the facility name.</p> <p>7. Click on "Create New Report" by 2022 Report.</p> <p>8. Follow prompts as applicable. For opting out, select one of the following:</p> <ul style="list-style-type: none"> <li>a. "Yes, the facility was operating during some or all of 2022" then "Yes" to "below all of the thresholds"</li> <li>b. "No. The facility did not operate at all during 2022, but is operating now or will operate again in future, and is thus temporarily "</li> <li>c. "No. The facility no longer operated in 2022, will not operate again, and thus is permanently shutdown "</li> </ul> <p>Then, click "Submit".</p>

				<p>9. Upload "Opt-out" form provided at GECO EI to "Attach Report Document". If you are temporarily or permanently shutdown, you do not need to attach an "Opt-out" form.</p> <p>10. Click on "Certify and Submit to SLT".</p>
--	--	--	--	--